



## **General Terms and Conditions for Attendance of Fee-Based Courses by External Participants**

### **Section 1 Registration and Conclusion of Contract**

- (1) Candidates register for the course by completing the registration form on the internet.
- (2) After registering for the course, interested persons will receive a confirmation of participation by email. A contract is concluded upon issuing such a confirmation of participation.

### **Section 2 Commencement, Duration, Services**

- (1) Reference shall be made to the description of the relevant course with regard to commencement, duration, content and other services such as food or conference documents.
- (2) FH Münster University of Applied Sciences reserves the right to make minor changes with regard to times, content or personnel, if necessary.

### **Section 3 Participation Fees – Amount and Due Date**

The participation fee amount is stated in the description of the relevant course. The fee is payable upon receipt of an invoice.

### **Section 4 Cancellation by FH Münster**

FH Münster may cancel a course if the minimum number of participants stated in the course description is not reached or if delivery of the course becomes impossible for any other reason. In this case, FH Münster will notify the participants without delay and will refund any participation fees that may already have been paid. FH Münster shall not reimburse any additional costs arising on account of the cancellation.

### **Section 5 Cancellation of Registration by Participants**

- (1) Any cancellations of the registration or withdrawals must be made in writing.
- (2) In the case of a cancellation, the following compensation for expenses / cancellation fee shall be payable:
  - Cancellations up to 4 weeks before the course begins: no charge
  - Cancellations within 4 to 2 weeks of the course beginning: 50% of the participation fees
  - Cancellations within 13 calendar days of the course beginning: 100% of the participation fee
- (3) In consultation with FH Münster, a substitute person may be nominated to take part in the course. In this case, no cancellation fee will be charged. However, FH Münster may charge a processing fee of €20.

### **Section 6 Liability**

FH Münster shall only assume liability for damages to participants in the event of intent and gross negligence.

### **Section 7 Final Provisions**

- (1) If individual provisions are invalid, this shall not affect the validity of the remaining provisions.
- (2) Münster is the jurisdictional venue for any disputes arising from contractual relationships between FH Münster and individual participants.